



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
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SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position: Magistrate Judge Courtroom Deputy
Classification Level: CL 26
Salary Range: \$46,544 - \$75,689
Location: Santa Ana, California
Opening Date: November 13, 2013
Closing Date: November 22, 2013
Number of Positions: One (or more)
Vacancy Number: 14-03

Join the U.S. District Court's team of energetic, career-minded professionals! The Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and a strong work ethic to launch, or continue, a career in public service. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative.

POSITION OVERVIEW

The incumbent manages the Magistrate Judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and preparing judgments. Incumbent will conduct data quality control on attorney e-filings, and docket and e-file documents for chambers staff. This position has a primary assignment to one Magistrate Judge.

REPRESENTATIVE DUTIES

- Maintains control of the cases and examines all papers filed in an action to the judicial officer for conformity with the rules of practice; calendars and regulates the movement of cases by fixing dates and times for hearings on motions, pre-trial hearings, trials and conferences.
- Prepares the calendar daily; confers with attorneys acting as liaison between the judicial officer and counsel; calls the court calendar; conducts arraignments of defendants in criminal cases; notes the appearance of counsel in matters before the Court.
- Impanels and administers oaths to jurors; provides liaison with the jury clerk for ordering and cancellation of juries; keeps required records on other jury matters; swears witnesses and interpreters.
- Marks, stores and returns exhibits.
- Composes substance of minute order to carry out expressed intentions of the magistrate judge; provides Criminal Duty, PIA, CVB and ECRO coverage; prepares judgments.
- Performs back-up duties to the CVB clerk, which includes the following: preparation, coding and distribution of the calendar, conducts CVB hearings and trials, responds to correspondence, emails and telephone calls from violators, the incumbent may have to travel to Fort Irwin, Joshua Tree and the Marine Corps Base in Barstow, California, to administer all functions associated with CVB.
- Advises the financial section of fines and orders of restitution by the magistrate judge in all cases.
- Performs data quality control on attorney docketed entries of all documents and

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

proceedings on the docket; performs docket functions in CM/ECF; checks ECF ready folders; and assists in case management by ensuring that all automated entries are appropriately linked for proper case management.

- Generates deadlines and deficiency notices for missing or erroneous documents.
- Maintains the ready list.
- Assists chambers staff with electronic filing.
- Performs other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent.
- Minimum two years of specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized legal terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- Direct work experience relating to the processing of legal documents such as might be found in a law office, a court in the judicial system, financial institution, real estate office, or insurance firm is highly desirable.
- Strong leadership and organizational skills.
- Ability to handle multiple tasks simultaneously.
- Excellent verbal and written communications skills.
- Excellent interpersonal and customer service skills.
- Computer literacy.
- Accurate typing of 45 wpm.
- College degree preferred.

BENEFITS

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement savings plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, paid vacation and sick leave, paid holidays, and flexible work schedule (subject to management approval).

PHYSICAL JOB REQUIREMENTS

The physical demands of the job involves lifting boxes, shifting exhibits and court records that require a person to perform moderate to semi heavy physical activity; requires trouble shooting courtroom equipment; ability to stoop, bend, pull and push carts or portable luggage carriers to deliver voluminous documents to the judge's chambers; ability to sit in court at a computer terminal during court hearings entering information into the databases; involves prolonged periods of sitting from two to three hours at a time. Work is performed in an office setting or a courtroom on a daily basis overseeing the general clerical duties.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.cacd.uscourts.gov. As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test should advise the Human Resources staff if any accommodation will be necessary to test and interview. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement. Applicants can download an application from our web site at www.cacd.uscourts.gov. Applications may also be obtained in the Human Resources Department at the address listed below, or by calling the 24-hour job information line at (213) 894-2904. Submit job application to: U.S. District Court, 312 N. Spring Street, Room 535, Los Angeles, California 90012. Refer to Vacancy No 14 -03.

Required Narrative Statement

Applicants ***must*** submit a narrative statement addressing each factor listed below or the application will be rejected. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position.

1. Describe your progressive responsible clerical or administrative experience which provided a knowledge of legal procedure and/or legal pleadings. Include length of time and average number of hours per day performing these functions.
2. Describe your ability and work experience to professionally represent the court verbally and in writing.
3. Describe your work related experience in managing multiple priorities and high volume work.